

Learning from One Another:

Our Coaching Videotape – Directions for Taping

Thank you for agreeing to be videotaped as you conduct *planning and reflecting conversations* with a teacher! Please follow these directions to provide a valuable experience for everyone.

1. Find a teacher who is willing to be videotaped, with the understanding that the videotape will be shared with a small group of coaches in a professional development session in January.
2. Secure a video camera, tripod, and two blank tapes – one for each conversation.
3. Prepare a list of possible planning conversation questions and provide them to the teacher before the taping. Tell the teacher that you will be asking some, not all, of the questions.
4. Hold the planning conversation in a quiet room and in a place you will not be interrupted, and set the camera facing away from windows/bright light.
5. Use an external mike to the camera, if possible. If not, remind the teacher that you both will need to speak loudly in order for the viewers to clearly understand your words.
6. Hold the planning conversation for about 15 minutes. (You may actually have longer conversations at other times but for this exercise, it is best to limit it to about 15 minutes.)
7. After videotaping, complete the coaching observation and data gathering (no need to tape this part) in the classroom.
8. Schedule a reflecting conversation with the teacher, and again provide a list of possible reflecting conversation questions.
9. Hold the reflecting conversation in a quiet room and in a place you will not be interrupted, and set the camera facing away from windows/bright light. Videotape for about 15 minutes.
10. Transfer the two videotape conversations to a DVD, in two separate parts, in order to access them separately.
11. At the next instructional coaches session, bring a laptop for your DVD to be viewed by a small group (or ask another coach to bring a laptop or inform IDOE, Title that you do not have access to a laptop).
 - We will bring speakers for your laptop. If you have speakers to bring, please let Susan know at svillani@wested.org